



# NATIONAL TRANSMISSION & DESPATCH COMPANY LIMITED (NTDC)

Striving for  
Reliable Grid

## CAREER OPPORTUNITIES

National Transmission and Despatch Company Limited (NTDC) is backing the economic growth of the Country through its excellent Transmission & Despatch network with optimum utilization of resources and by providing a rewarding workplace for the employees. The Company invites applications from energetic and competent candidates for the following positions on contract basis:

| Sr# | Name of Post  | Qualification & Experience  | Age Limit (Years) | Quota                                      |
|-----|---|---|-------------------|--|
| 1.  | Deputy Manager (Corporate Accounts) (BPS-18)        | Member of ICAP/ICMAP<br><b>OR</b><br>M.Com/MBA (Fin) (18 years of education) with 03 years post qualification relevant experience in Audit & Accounts of Govt. Dept/Semi Govt. Org./ Corporation/ Autonomous Bodies or large Commercial Org. or large Public Ltd. Cos of repute. Computer literacy is mandatory.<br><b>OR</b><br>M. Com/MBA (Fin)/ACCA (16-years of education) with 05 years post qualification relevant experience in Audit & Accounts of Govt. Dept/Semi Govt. Org./Corporation/Autonomous Bodies or large Commercial Org. or large Public Ltd. Companies of repute. Computer literacy is mandatory.  | 38                | Punjab Open=1<br>Sindh Rural Open=1        |
| 2.  | Assistant Manager (Legal) (BPS-17)                  | Law Graduate & Minimum Five (05) years practice   | 25-35             | Punjab Open=1<br>Sindh Rural/ Urban Open=1 |
| 3.  | Assistant Manager (Civil) (BPS-17)                  | B.E/B.Sc Engineering (Civil) with 1st Division/ 2.5 or above CGPA from HEC recognized Universities and having valid PEC registration.   | 21-33             | Open Merit=1<br>Khyber Pakhtunkhwa=1       |
| 4.  | Assistant Manager (Corporate Accounts) (BPS-17)     | CA (Inter)/ CMA (Inter)/ ACCA (Member) <b>OR</b><br>M. Com/MBA(Fin) (18 years of education) <b>OR</b><br>M. Com/ MBA (Fin)/ B. Com (Hons)/ BBA (Hons)/ BSBA (16 years of education) with 02 years Post qualification relevant experience in Audit & Accounts of Govt. Dept/ Semi Govt. Org/ Corporations/ Autonomous Bodies or large Commercial Org. or Large Public Ltd. Cos of repute. Computer literacy is mandatory.  | 18-33             | Punjab Open=1<br>Punjab Women=1            |
| 5.  | Assistant Manager (Audit) OR Audit Officer (BPS-17) | <b>a)</b> Subordinate Accounts service Examination of Govt. Accounts Department with a minimum of 5 years of experience of Audit and Accounts of Govt. Depts./ semi-Govt. organizations/ Corps/ Autonomous Bodies or large public Limited companies of repute. <b>OR</b><br><b>b)</b> Passed Intermediate/ Formation Exam of the Institute of Chartered Accountants or first three parts of the institute of Cost & Management Accounts. <b>OR</b><br><b>c)</b> M. Com/MBA (Major in Finance) with 2-years' experience, B. Com with 5 years post qualification experience in BPS-16 or equivalent thereof in Audit and Accounts of Govt. Dept./Semi Govt. Organizations/Corps./Autonomous Bodies or large Public Limited companies of repute. | 18-30             | Sindh Rural Open=1                         |
| 6.  | Assistant Manager (Mechanical) (BPS-17)             | B.E/B.Sc Engineering (Mechanical) with 1st Division/ 2.5 or above CGPA from HEC recognized Universities and having valid PEC registration.  | 21-33             | Punjab Open=1                              |
| 7.  | Assistant Manager (Human Resource) (BPS-17)         | Masters in HRM, MBA, (Preferably in HRM). MPA, MA (Economics) with diploma in HRM <b>OR</b> LLB with diploma in HRM.  | 21-33             | Sindh Urban Open=1                         |
| 8.  | Assistant Manager (Security) (BPS-17)               | Retired officers of the Armed Forces of the rank of Captain/Lieutenant or equivalent. Preference will be given to those having experience in the relevant field.  | 21-33             | Punjab Open=1                              |

### Instructions & General Conditions

- Candidates are advised to **apply online** on prescribed **Application Form** available on National Testing Service (NTS) website ([www.nts.org.pk](http://www.nts.org.pk)).
- Candidates must **possess** relevant-degree/equivalence recognized by HEC. Candidates awaiting their results are **not eligible** to apply.
- Photocopies of educational documents / experience certificates are not required at this stage.
- Candidates are advised to deposit the test fee of Rs. 650/- (Rupees Six Hundred & fifty only) as prescribed by NTS.
- Only short-listed candidates will be called for test/ interview.
- Original documents/degrees (HEC verified)/certificates** must be presented by the candidates at the time of interview.
- Candidates may contact NTS for any query/enquiry regarding written test, display of provisional and final list of candidates, roll number slips, test centers, results etc.
- Five (05) years general age relaxation has already been included in the age limit. No further age relaxation shall be granted except relaxation mentioned at (Sr# 'ix, x & xi')
- Upper age limit is allowed / relaxed up to three (03) years to the candidates belonging to Scheduled Castes, Buddhist Community, Recognized Tribes of Tribal Areas (Ex-FATA), Gilgit Baltistan and Azad Kashmir.
- NTDC/Government employees, who have completed two (02) years continuous service on the closing date of receipt of applications are allowed up to ten (10) years relaxation in the prescribed age limit. However, they shall apply through proper channel.
- For position at sr#8 (Assistant Manager - Security), age relaxation of 15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less, will be granted to the Released or Retired officers of the Armed Forces of Pakistan.
- Where a candidate is entitled to age relaxation under more than one category (instructions at Sr. ix, x & xi above), he / she shall be allowed relaxation in age only in ONE category.
- Incomplete applications or applications containing **incorrect information** shall be disqualified at any stage, even after employment, with cost.
- The candidates who have been weeded out of service on disciplinary ground as well as dismissed or debarred for future employment are not eligible to apply.
- The stated BPS based positions will be considered for regularization after successful completion of the contract period and satisfactory performance as per rules.
- Candidates, if selected against these positions will be required to perform duties **anywhere in Pakistan** as per requirement of the Company.
- No TA/DA will be allowed to the candidates for Test or Interview.
- NTDC reserves the right to increase or decrease the number of posts or withhold the recruitment process at any stage.
- Last date for receipt of applications is August 28, 2023.

اہم اعلان:

تحریری امتحان شروع ہونے سے پہلے، تمام اہل/شارٹ لسٹ کیے گئے امیدواروں کو جنہیں تحریری امتحان کے لیے بلایا جائے گا، ان کی حاضری اور شناخت کی جانچ بائیومیٹرک ٹیکنالوجی کے ذریعے کی جائے گی۔ لہذا، تمام درخواست دہندگان کے لیے نادر اسٹیم میں اپنے فنگر پرنٹس کو اپ ڈیٹ کرنا لازمی ہے۔ اگر وہ ایسا کرنے میں ناکام رہتے ہیں تو انہیں تحریری امتحان میں شرکت کی اجازت نہیں ہوگی۔

### Important Announcement:

Biometric attendance / verification of all the shortlisted / eligible candidates will be carried out at NTS Test Centres before the start of the written test. Therefore, all the applicants are required to get their finger prints updated in NADRA System otherwise they will not be allowed to appear in the written test.

**General Manager HR NTDC**  
2nd Floor, Shaheen Complex,  
Egerton Road, Lahore.

**National Testing Service (NTS)**  
Plot # 96, Street # 4, H-8/1,  
Islamabad